

Message

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**From:** McKim, Beverly [Mckim.Beverly@epa.gov]  
**Sent:** 10/4/2017 4:27:23 PM  
**To:** Baker, Todd [Baker.Todd@epa.gov]; Pittman, Rick [Pittman.Rick@epa.gov]; Gallagher, TheresaA [gallagher.theresaa@epa.gov]; Bellah, Jim [Bellah.Jim@epa.gov]; Andrews, Robert [Andrews.Robert@epa.gov]  
**Subject:** FW: EMMD Laboratory Transitions

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**From:** Schumacher, Brian  
**Sent:** Wednesday, October 04, 2017 9:45 AM  
**To:** McKim, Beverly <Mckim.Beverly@epa.gov>  
**Subject:** FW: EMMD Laboratory Transitions

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**From:** Buckley, Timothy  
**Sent:** Wednesday, October 04, 2017 6:44 AM  
**To:** ORD-NERL-EMMD Feds <[ORD-NERL-EMMD-Feds@epa.gov](mailto:ORD-NERL-EMMD-Feds@epa.gov)>  
**Subject:** EMMD Laboratory Transitions

Dear EMMD Colleagues,

FY2018 will be a big year of transition for EMMD. As folks in Las Vegas and Athens get ready to transition to new physical locations, I would like to remind you of a couple of things and make sure we are all on the same page as we face this challenge.

**First**, on September 9, 2017, Tim Watkins sent everyone an email about the need to check and dispose of “old” samples in refrigerators and freezers. In brief, if the samples are greater than one year old and/or you have published the data from the samples, they can and should be disposed of properly. There are a few exceptions, of course, but they are rare.

**Second**, related to sample disposal is the keeping and shipping of samples (and chemicals) from one location to another. The criteria that EMMD will use in determining if we should ship the samples or not is as follows:

- 1) If the samples are part of an ongoing research project, they get shipped.
  - This must be documented by having an active approved QAPP and the project being identified in a StRAP
- 2) If the samples are under some form of litigation hold, they get shipped.
  - Records management folks can look this up if the PI doesn't know
- 3) If the samples are greater than a year old, then they should be disposed of else some manager (BC, DDD) will need to “certify”, in writing, that the samples should be kept and shipped. EMMD is looking for a bona fide need here and not just “I might get to them later” or “I’m too busy to get rid of them”.

- 4) We will not be shipping chemicals or standards except in extreme cases of rarity, cost, or immediate need. If you feel that you need to ship chemical or standards, please provide a listing of them to Todd Baker, your local SHEM manager (Jim Bellah or Theresa), Brian Schumacher, Tom Behymer, and myself to review and approve for shipment. No approval translates to no shipment and proper disposal.

**Third**, as we get closer to actually moving the laboratories and as we fill out the laboratory inventory forms, EMMD researchers will be receiving a schematic diagram and, in some cases, a picture of the labs they will be moving into. We intend that each EMMD researcher moving into the “new” lab will use the scale drawings to layout a new design for their labs and to ensure that all the instrumentation they use will actually fit into the laboratory. This will be happening shortly for our Las Vegas ECB members. We are currently working with the Region 4 folks in Athens to get the final rooms/layouts of the only ORD laboratories into which EMMD researchers will be moving. These laboratories will be in the SESD building. Once we get this information, we will send them out to each Athens researcher so they can start planning their new laboratory layouts.

Thanks for your time and attention to make this all work. If you have any questions or concerns, please feel free to email or call.

Tim

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**Personal Matters / Ex. 6**